

# LPC Profile Management - Login Step 1

Web site URL <http://www.lpc.ms.gov/>

Click the Login button at the bottom of the menu to go to the login screen.



lpc.ms.gov  
**MISSISSIPPI**

State Board of Examiners for Licensed Professional Counselors

[Home](#) [Site Map](#) [Contact Us](#)

[Statute and Rules](#)

[Board Information](#)

[Licensee Search](#)

[Filing a Complaint](#)

[Forms](#)

[Affiliated Links](#)

[MS Licensure Requirements \(How to sit for exam.\)](#)

[Frequently Asked Questions](#)

[Login](#)



Today is: Wednesday, August 06, 2014

**If you did not submit your renewal form prior to June 30, 2014 your license is now "Lapsed."**

Please complete the "Lapsed License Renewal Form" to reinstate your license to "Current" Status and submit appropriate fees and CE Reporting Forms to Board Office.

**2014 Biennial License Renewal**

2014 License renewal forms have been mailed out. Please be aware, however, that failure to receive this notification does not relinquish your responsibility for timely renewal. Renewal forms must be returned to the LPC Board office PRIOR to June 30, 2014, to remain Active Status.

Visit the "Forms" section (on the left) to find the Lapsed License Renewal Form and CE Reporting Form. NOTE: Board Qualified Supervisors must submit the appropriate renewal fee.

Click on the link above for details about requirements for CEHs or visit the "Frequently Asked Questions" section.

**Welcome to Mississippi Board of Examiners for Licensed Professional Counselors**

Welcome to the website of the Mississippi Board of Examiners for Licensed Professional Counselors. We hope that this site supplies you with all the information you need to become licensed or continue your licensure in the State of Mississippi.

**Quick Links**

[Rules and Regulations](#)

**Other**

[MS Transparency](#)

## LPC Profile Management - Login Step 2

Enter your email address and password.

If you don't remember your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.



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[Home](#) [Site Map](#) [Contact Us](#)

Statute and Rules

Board Information

Licensee Search

Filing a Complaint

Forms

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Frequently Asked Questions

Login

Today is: Tuesday, March 24, 2015

### Licensee Login

If you are a Licensed Professional Counselor you can login and make updates to your information. You can also renew your license if all your requirements are current. [Login and Profile Instructions](#)

Email :

Password :

 [I don't remember my password or have never logged in before.](#)

If you have forgotten your password or this is your first time to login, click the I don't remember my password link. You will then enter your email address and your password will be emailed to you. If this is your first time to login, you will be required to change your temporary password when you begin the login process.

 By entering data into this web site your are agreeing to abide by the operating rules of the Mississippi State Board of Examiners for Licensed Professional Counselors and certifying that all information is accurate and correct to the best of your knowledge and belief.

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Mississippi State Board of Examiners for Licensed Professional Counselors Website Disclaimer  
239 North Lamar Street  
Suite 402  
Jackson, MS 39201  
Office: 601 359-1010  
Fax: 601 359-1030  
Transparency Mississippi Management and Reporting System



## LPC Profile Management - Profile Overview

When you login you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirement for online renewal you can renew your license and pay your fees online.
- You can also add your picture to your profile.

The following screens will show you how to use your profile.



Today is: Friday, August 08, 2014



License No.: 5859

Last Name: Test

First Name: Jim

Middle or MI: Henry

Title: Dr.

Suffix: Sr

SSN: 968-53-5741

DOB: 1992-07-01

Designation:

Name(s) as shown on transcripts and/or exam records  
if different from what's to the left:

Password:

No file chosen

General Registration

Education

Notes And App Info

Complaints

Payments

Print Forms

Online Payments

General Registration

## LPC Profile Management - Profile Detail #1

In the upper right corner of your profile is the Save Changes, Logout and, if you've meet all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.

The screenshot shows the 'Profile Detail #1' page for Licensed Professional Counselors. The header features a banner with a large white flower and a bird, with the text 'ers for Licensed Professional Counselors'. Below the banner, the user's profile information is displayed: '5859', 'Test', 'Jim', and 'Henry'. To the right of the profile information, there are three buttons: 'Save Changes', 'Logout', and 'Renew License'. A red arrow labeled '1' points to the 'Save Changes' button. A red arrow labeled '2' points to the 'Logout' button. A red arrow labeled '3' points to the 'Renew License' button. Below the 'Renew License' button, there is a text input field containing 'Jim Test'. A red arrow labeled '4' points to the 'Password:' label, which is followed by a text input field containing '123ABC'. At the bottom left, there is a dropdown menu labeled 'Select'.

ers for Licensed Professional Counselors

5859

Test

Jim

Henry

3-5741

07-01

Select ▼

Save Changes

Logout

Renew License

Name(s) as shown on transcripts and/or exam records  
if different from what's to the left:

Jim Test

Password: 123ABC

## LPC Profile Management - Profile - Add Picture

To add or update a picture to your profile, click the button below the picture and choose the picture image.

This image should be a passport style picture, about 200 px wide and no more than 500Kb (.5Mb) in size.

Pictures larger than this will not be allow to upload.

Once you have selected the picture, click the Save Changes button and your picture will be uploaded and saved to your profile.

State Board of Examiners for Licensed Professionals

Today is: Friday, August 08, 2014

License No.: 5859

Last Name: Test

First Name: Jim

Middle or MI: Henry

Title: Dr.

Suffix: Sr

SSN: 968-53-5741

DOB: 1992-07-01

Designation:

Choose File No file chosen

Save Changes

Jim Test

1

2

# LPC Profile Management - Profile - Tabs

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only.  
The Online Payments tab allows you to pay certain fees online.

General RegistrationEducationNotes And App InfoComplaintsPaymentsPrint FormsOnline Payments

General Registration

Home AddressBusiness Address



## LPC Profile Management - Profile - Tabs - General Registration

The General Registration tab contains your home and business address, your phone numbers and email addresses. You can use this tab to update this information as it changes.

Below the contact section is shown your current license status, original issue date, current expiration date and BQS status. If any of this information needs to be update you must contact the LPC Board. If you are eligible to become a board qualified supervisor, below the BQS info will be the BQS Application button to fill out the application online.

Below that section is your Specialty Area information which you can update.

General Registration

Education

Notes And App Info

Complaints

Payments

Print Forms

Online Payments

### General Registration

Home Address

Business Address

PREFERRED ADDRESS (Public): ☒ HOME ☐ BUSINESS

PREFERRED PHONE NUMBER: ☒ HOME ☐ BUSINESS ☐ CELL

BOARD CORRESPONDENCE: ☐ HOME ☐ BUSINESS

Address

76 no st

Address 2

City, St Zip

Pelham

North Carolina

28805

Phone

(205) 555-8888

Cell Phone

(205) 555-8888

Email

2@3a.com

Home Fax:

County

Select

Employer

University of Southern MS Gulf Coast

Address

Top Farm

Address 2

City, St Zip

Asheville

Mississippi

Phone:

(205) 555-8888

FAX:

Business Email:

Employment Type

Employment Desc.

Registration Information

Status

Active

Original Issue Date

2012-06-19

Expiration Date

2014-08-31

Specialty Area:

Families, Children

BQS

☒ Yes ☐ No

BQS No. 162

BQS Date

2014-08-04

BQS App

Save Changes

## LPC Profile Management - Profile - Tabs - Education

On the Education tab your education information is displayed. You cannot update this information on this page. If changes need to be made please contact the LPC Board.

An important function on the tab is the reporting of your CEU hrs. You may report your hours as you take classes or wait and report all hrs at renewal time. To report hours simply click the View/Update Current CEU Hrs button. This will show **only** your CEU classes that apply to the current renewal period. To see a history of classes taken for previous renewals click the CEU History button.

Just above the View/Update button you can see the hours required to renew and a summary of what you have reported.

General Registration

Education

Notes And App Info

Complaints

Payments

Print Forms

Online Payments

Education

Education Information

3

CE Hours Required: 24 Taken: 24 hrs (6 hrs. Ethics/Legal, 16 hrs. Regular, 2 hrs. Supervisory)

View/Update Current CEU Hrs

CEU History

2

1

NATIONAL COUNSELOR EXAMINATION (NCE) TAKEN: ☐ Yes ☐ No If Yes, Date Taken: Indicate Pass/Fail: ☒ Pass ☐ Fail If Pass, Score: (your score / minimum score)

NATIONAL CLINICAL MENTAL HEALTH COUNSELOR EXAM (NCMHCE) TAKEN: ☐ Yes ☐ No If Yes, Date Taken: Indicate Pass/Fail: ☐ Pass ☐ Fail If Pass, Score:

Have you requested passing scores be forwarded to the Board ☐ Yes ☐ No

DEGREE: ☐ Ph.D. ☐ Specialist ☐ Master's ☐ Other

Date Awarded:

Program/Major:

Name of Institution:

Street Address:

City/State/Zip: //

DEGREE: ☐ Ph.D. ☐ Specialist ☐ Master's ☐ Other

Date Awarded:

Program/Major:

Name of Institution:

Street Address:

City/State/Zip: //

Save Changes



## LPC Profile Management - Profile - Reporting CEUs

The classes that you have reported will show in the middle of the screen. At the bottom of the screen you may enter new classes. Enter the information for the class and click the ADD button. The class will appear in the top list. If you make a mistake in entering a class click the word Remove to the right of the class and then reenter the class. When you have finish entering classes click the Return to Profile button. You may also upload a PDF of your certificate.

### MISSISSIPPI BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS Continuing Education Hours (CEH) Reporting Form

**Notice:**  
CEHs are checked by random audit. You will be required to provide your course certificates to the Licensed Professional Counselors Board if you are selected by this audit.

Enter Your CEHs for current renewal date: 2015-06-30

[Return to Profile](#)

Courses taken between 7/1/2013 and 6/29/2015

Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider Status & #	
2015-09-15 Multi-Date: Activity: College or University Courses	Families in Conflict	AB training	12	Regular	NDA 7774	<a href="#">Remove</a>
No Certificate Uploaded						
2015-08-03 Multi-Date: Activity: Dissertation	conflict control	AB training	6	Ethics/Legal	NDA 6985	<a href="#">Remove</a>
<a href="#">View Certificate</a>						

Total Hours 18  
Ethics/Legal Hours 6  
Supervision Hours 0

Activity Hours summary  
College or University Courses 12 hrs.  
Dissertation 6 hrs.

By using this online form to enter my CE information I, Jill Jones-test certify that this information is correct and meets acceptable requirements of the Rules and Regulations of the Board.

Enter additional Courses

Date	Title of CE Activity	Name of Sponsor(s) ?	Contact Hours ?	Credit Type ?	Provider Status & # ?	
2015-09-15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Regular <input type="radio"/> Ethics/Legal <input type="radio"/> Supervision	Status: <input type="text"/> #: <input type="text"/>	<a href="#">ADD</a>

Was this course more than one day? ☐ Yes

Select Activity Type:  ?

Upload Cert. [Browse...](#) No file selected.

Maximum file size is 1 Mb.

Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

## LPC Profile Management - Profile - Tabs - Notes and Application Info

This tab will show the notes in your file and the information that you entered if you used the online application process. If you are still in the process of becoming licensed you can also see your Supervised Work Experience.

1. If you created your profile using the online Post-Graduate form, when it's time to complete the full application you may do that by clicking the Complete License Application button.
2. If you created your profile using the online Post-Graduate form, you may report your supervisor and complete the Post-Graduate Supervisory Agreement by clicking the Complete Post-Graduate Supervisory Agreement button.
3. You may see the current reporting that has been done on your work experience by clicking the Supervised Work Experience - Worksheet button
4. If you are a board qualified supervisor (BQS) this tab will show those you have agreed to supervise.

[General Registration](#) [Education](#) [Notes And App Info](#) [Complaints](#) [Payments](#) [Print Forms](#) [Online Payments](#)

### Notes And App Info

Notes

Application Information

Complete License Application

Application Date

Complete Post-Graduate Supervisory Agreement

Supervised Work Experience - Worksheet

POST-GRADUATE SUPERVISOR INFORMATION (Declined on 7/25/2014)

## LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 1

When you click the Post-Graduate Supervisory Agreement button on your profile, you will be taken to the screen below. Here you will select the counselor that has agreed to be your supervisor. After you finish the next screen this counselor will receive an email ask them to concur or deny the agreement.

The dropdown list will show all counselors that are board qualified.

State Board of Examiners for Licensed Professional Counselors

Today is: Friday, August 08, 2014

Your supervisor must be a Board Qualified Supervisor.  
Please select your supervisor from the list below.

If the counselor is not on the list please contact the  
LPC Board office as per the information below.

Return to Profile

Select

Select Supervisor

# LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 2

Fill out the form below to complete your part of the agreement process.

You must check the box that says I affirm.

Today is: Friday, August 08, 2014

## INFORMATION RELATED TO SUPERVISED EXPERIENCE

Name of organization or agency where experience will be gained (Complete separate form for each setting):

Address of organization or agency:

Address

City

Mississippi ▼

State

Zip

Following table contains the ANTICIPATED dates and hours.

Start Date: <input type="text"/>	End Date: <input type="text"/>
Total Hours Per Week: <input type="text"/>	Direct Contact Hours Per Week: <input type="text"/>
Individual Supervision Per Week: <input type="text"/>	Group Supervision Per Week: <input type="text"/>

## SUPERVISEE AFFIRMATION

- ☐ I, as supervisee, affirm that all information provided by me on this form and in my profile is true and accurate and I affirm the following:
- That I have read the Board Rules & Regulations related to supervised experience and that all supervised experience will be completed in accordance with the Board Rules & Regulations.
  - That I will meet with my supervisor at least one hour per 25 hours or standard work-week of documented supervised experience.
  - That I will abide by all rules of the Board, including ACA ethics requirements.
  - That I understand that I am practicing under the license of a Mississippi Board Qualified Supervisor, and I do not have authority to engage in the independent practice of counseling.
  - That I will notify the Board if this supervisory arrangement is terminated.
  - That it is my responsibility to know whether or not my supervisor is a Board Qualified Supervisor.
  - That I understand any additional supervisors and settings must be filed with the Board in advance.

Add

## LPC Profile Management - Profile - Tabs - Notes and Application Info - Supervisor

BQS counselors will see a list of those that they are supervising and those who have requested them as a supervisor.

1. Once you have concured, you will be able to fillout the Supervisor Reporting Log online.
2. When you have completed the supervision you click the End Supervision button to remove that person from your profile.
3. When a person fills out the Post-Graduate Agreement online their information will show for you to either concur or decline. If you click concur you will be taken to the Supervisor Affirmation page to check the affirmation box.

General Registration

Education

App Info

Complaints

Payments

Print Forms

Online Payments

### General Registration

**Supervisor for:**

Yancy Smith - From: 2014-07-09 To 2014-07-18	Prepare Supervisor Log	End Supervision
Jim Test - From: 2014-09-01 To 2015-08-31	Concur	Decline

# LPC Profile Management - Profile - Supervision Reporting Log

<b><i>SUPERVISION REPORTING LOG</i></b>									
Direct and Indirect Services									
Supervisor: Bill Henry Atest						Supervisee: JOhn T atJones			
Place of Employment/Internship: gfg rhw									
Direct Clinical Hours include: Face to Face With Client (individual, family, couple, and group counseling)									
Report in Hours e.g. 1, 2, 3.75, etc Enter weeks in chronological order with earliest date first.									
Enter the date of the first day of the week (Sunday or Monday)	Face to Face Counseling				Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)	
	Individual	Couples/ Family	Group	Testing/ Assess		Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)		
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Return to Profile"/>									
Reports from Previous Weeks									
Note: Before you approve an report entered by a supervisee, verify that the hours are correct. If they are not correct delete the entry and re-enter.									
Date of the first day of the week (Sunday or Monday)	Individual	Couples/ Family	Group	Testing/ Assess	Other Services	Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)	Total hours (of supervised clinical practice – not more than 40/week)	
Mon	3.75	1	3	0	0	0	0	7.75	
1/2/2033	10	3	3	0	3	2	0	21	
06/14-20/15	25	5	3	2	1	1	0	37	
06/12-19/15	8	4	0	0	0	0	0	12	
06/08-12/15	4	1	2	1	0	1	0	9	
05/05-07/15	15	0	10	0	0	0	0	25	Delete
<input type="button" value="Approve"/>									



## LPC Profile Management - Profile - Supervisor Affirmation

Today is: Friday, August 08, 2014

**Jim Henry Test**  
**has indicated that you have agreed to**  
**be their supervisor until their training is completed.**  
**They have entered an anticipated start date of 2014-09-01**  
**and an anticipated complete date of 2015-08-31**

**If you concur you must check the I affirm box and then click the Yes button below.**

### SUPERVISOR AFFIRMATION

☐ I, as the Mississippi Board Qualified Supervisor of the above named supervisee, affirm that all information provided by me on my profile is true and accurate, and I affirm the following:

- That all supervised experience will be completed in accordance with Board Rule 4.3(A) of the Rules and Regulations related to supervised experience and all subsequent Board rules.
- That I will provide supervision to the above named supervisee at least one hour for each 25 hours or standard work-week of documented experience.
- That I understand the full professional responsibility for services provided by the supervisee shall rest with the supervisor.
- That I understand that the supervisee cannot engage in the independent practice of counseling until he or she obtains a professional license.
- That I understand the supervisory arrangement is only valid while my license remains current.
- That I will notify the Board if the supervisory arrangement is terminated.
- That I will keep my supervisor status current and that it is my responsibility to inform the supervisee should my supervisor status lapse.

Yes

Later

Decline

**If you click Yes, the LPC Board will receive an email notifying them that you concur with this request.**

## LPC Profile Management - Profile - Tabs - Print Forms

If you have applied online, this tabs provides Forms A - E with your information prepopulated.

General Registration

Education

App Info

Complaints

Payments

**Print Forms**

Online Payments

### Print Forms

Form A - PRACTICUM-INTERNSHIP SUPERVISION VERIFICATION

Form B - POST-MASTER'S SUPERVISION VERIFICATION

Form C - PROFESSIONAL COUNSELOR POST-MASTER'S SUPERVISION VERIFICATION - MISSING OR DECEASED SUPERVISOR AFFIDAVIT

Form D - VERIFICATION OF LICENSURE IN OTHER JURISDICTION

Form E - MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY AUTHORIZATION TO RELEASE INFORMATION

Forms that require a fee are listed under the Online Payments Tab.

Save Changes